



United States Department of the Interior

NATIONAL PARK SERVICE

Denali National Park & Preserve
Mile 237 Parks Highway
P.O. Box 9
Denali National Park, AK 99755

RECRUITMENT BULLETIN: **DENA-16-007**

ISSUE DATE: December 30, 2015

CLOSING DATE: January 15, 2016

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--PUBLIC LAW 96-487

Denali National Park and Preserve is accepting applications for a seasonal, not-to-exceed 1039 hours position. This announcement is also online at www.nps.gov/dena/parkmgmt/jobs-local-hire.htm.

POSITION

Supervisory Visitor Use Assistant (Fee Collection), GS-0303-07
\$22.45 per hour

DUTY LOCATION

Talkeetna, AK

APPOINTMENT INFORMATION: Full-time, seasonal, not-to-exceed 1039 hours.

BENEFITS: Paid holidays, annual and sick leave. Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency rolls, which will be deducted from bi-weekly earnings.

DUTIES: This position will have a duty station at the Walter Harper Talkeetna Ranger Station and be responsible for supervision of four Visitor Use Assistant staff and their daily activities of fee collection, book sales, and resource orientation to visitors. The incumbent will be responsible for scheduling, work assignments, and fee collection oversight. Incumbent will also be required to cover front desk shifts with duties of fee collection, fielding phone calls, book sales, visitor interaction, and orientation.

WHO CAN APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Denali National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Denali National Park includes only: Nenana, Anderson, Clear, Ferry, Healy, Denali Park, Kantishna, McKinley Village, Cantwell, Chulitna, Curry, Petersville, Trapper Creek, Talkeetna, Lake Minchumina, Nikolai, Tanana, and Telida.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to **provide detailed information about and examples of your experience**, particularly in the following Knowledge, Skills and Abilities. Describe experience (paid or unpaid), education, training, awards, and self-development that show your level of experience related to each KSA.

Use a separate sheet of paper with corresponding numbers for your answers.

1. Ability to collect fees and perform accounting and cash and credit card handling operations.
2. Ability to deal effectively with a high volume of personal contacts and communicate with others under stressful conditions.
3. Ability to operate business-oriented equipment, computer systems, and associated software.
4. Ability to verify shift reports, trouble-shoot errors, and prepare deposits and remittances.
5. Experience in supervision of people in a work environment.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their federal salary checks.
- You will be required to wear a uniform while on duty.
- You may be required to operate a non-commercial government vehicle in order to transport people, equipment, and/or materials as part of your assigned duties. This will be less than 20% of your duties.
- The work may be performed in small, outdoor structures with open windows, which may result in exposure to extremes of temperature, rain, snow, wind, and direct sunlight.
- Park areas may be geographically located in areas of high elevation, rugged terrain, or dense populations.
- High levels of vehicle noise and emissions may exist during heavy visitation periods.
- Duties may be performed alone in isolated locations.
- You will be required to stand for long periods of time, walking, bending, lifting moderately heavy items; sedentary work also is required.
- Mental stress and physical fatigue occur due to a high volume of personal contacts and the responsibility of dealing with large amounts of money.

VETERANS' PREFERENCE: All applicants claiming veterans' preference **MUST** submit a copy of their DD-214, Military Discharge which shows the type of discharge received. In addition, those claiming 10-point veterans' preference **MUST** submit a copy of an SF-15, "Claim for 10-point veterans' preference," and the verifying documentation listed on the back of the SF-15, such as a copy of the latest Veterans Administration disability certification. To obtain further information about veterans' preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veterans' preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park office at the address above. The SF-15 may be obtained through the Internet at www.opm.gov/forms.

All applications must be postmarked or received in the Human Resources Office at Denali National Park by the closing date of the announcement. If your application package is postmarked on the closing date it must be received by the Human Resources Office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Denali National Park and Preserve, P.O. Box 126, Denali Park, AK 99755:

- **Resume** that provides detailed information about your work experience. Include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment or volunteer work.

- **Answers to the KSAs** listed above (*required - you need to respond to the KSAs*)
- **Completed Local Hire Eligibility Questionnaire** (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming veterans' preference; if claiming 10-point veterans' preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE

Supervisory Visitor Use Assistant (Fee Collection), GS-0303-07, Temporary Position

DENA-16-007

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following:

Your Legal Name (please print): _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Denali National Park and Preserve? (circle the **one** statement that applies)
 - a. Less than 12 months
 - b. 12 months or more
 - c. I have not lived or worked in or near the park
2. What time of year have you lived or worked in or near Denali National Park and Preserve? (circle **all** that apply)
 - a. during all or part of December through February
 - b. during all or part of March through May
 - c. during all or part of June through August
 - d. during all or part of September through November
 - e. I live (or have lived) in or near the park on a year around basis.
3. List your physical address(es) while living in the vicinity of Denali National Park and Preserve, and approximately when you lived there (e.g. month & year - Oct 2001 to September 2005)

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle **all** that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

 - g. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the Denali National Park and Preserve (circle **all** that apply)?
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
 - c. Official training: high school class, college course
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
 - e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

Signature

Date

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046

Expiration Date: 02/28/2017

Vacancy Announcement No.: DENA-16-007

Position Title: Supervisory Visitor Use Assistant (Fee Collection), GS-0303-07

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- ☐ Agency Internet Site recruitment
- ☐ Private Employment Web Site
- ☐ Other Internet Site
- ☐ Job Fair
- ☐ Newspaper or magazine
- ☐ Agency or other Federal government on campus
- ☐ School or college counselor or other official
- ☐ Friend or relative working for this agency
- ☐ Private Employment Office
- ☐ Agency Human Resources Department (bulletin board or other announcement)
- ☐ Federal, State, or Local Job Information Center
- ☐ Other

2. Sex (Check One):

- ☐ Male
- ☐ Female

3. Ethnicity (Check One):

- ☐ **Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **Not Hispanic or Latino**

4. Race (Check all that apply):

- ☐ **American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ **Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ **Black or African American** - a person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ **White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- ☐ **Deaf or serious difficulty hearing**
- ☐ **Blind or serious difficulty seeing even when wearing glasses**
- ☐ **Missing an arm, leg, hand, or foot**
- ☐ **Paralysis: Partial or complete paralysis (any cause)**
- ☐ **Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders**
- ☐ **Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk**
- ☐ **Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression**
- ☐ **Intellectual Disability (formerly described as mental retardation)**
- ☐ **Developmental Disability: for example, cerebral palsy or autism spectrum disorder**
- ☐ **Traumatic Brain Injury**
- ☐ **Dwarfism**
- ☐ **Epilepsy or other seizure disorder**
- ☐ **Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment**

If you did not select one of the options above, please indicate whether.

- ☐ **None of the conditions listed above apply to me.**
- ☐ **I do not wish to answer questions regarding disability/health conditions.**

If you have indicated that you have one of the above conditions, you may be eligible to apply under Schedule A Hiring Authority. For more information, please see <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>.